

## 1.0 ADMINISTRATION

### 1.05 INTRODUCTION

Agency directors, personnel officers, and personnel assistants requiring assistance are urged to direct any inquiry to the State Personnel Board staff section assigned the applicable responsibility. Functional assignments are outlined below:

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#### STATE PERSONNEL BOARD

**(601)359-1406**

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<b>ADMINISTRATION</b>	<b>(601) 359-2702</b>
Executive Director	Robert E. Bass, Jr. State Personnel Director
Budgets; Annual Report; Planning	John Mulholland Deputy State Personnel Director
Workforce Development	Hollis Baugh, Asst State Personnel Director
Policy and Procedures Manual Interpretation, Grievance; Discipline; Leave Administration	Janie Simpson Director of Policy
Legal Questions; Federal Employment Laws; State Attorney General Opinions and State Statutes relating to State Personnel Board Matters; Grievance; Discipline and Appeals	Robert Fagan Special Assistant Attorney General  S. Jo Robins Administrative Assistant
General Administration; Board Agenda; Executive Support	Brenda Claiborne Administrative Assistant

<b>EMPLOYEE APPEALS BOARD</b>	<b>(601) 359-2708</b>
Appeals Administrator	Peggy Williams EAB Administrator
General Information	Dianne Harrell Asst EAB Director (601) 359-2774  Lane Rosson Legal Secretary (601) 359-2982
<b>OFFICE OF CLASSIFICATION AND COMPENSATION</b>	<b>(601) 359-2764</b>
Administrative Questions	Frederick Matthes, Asst State Personnel Director
Classification Questions	Hazel Turner Classification Director (601) 359-2711
Compensation/Salary Surveys	Theresa Abadie Compensation Director (601) 359-2714  Alicia Coleman, Analyst (601) 359-2796
Requests for Class Specifications; Interpretation of the Class Schedule; and the Name of Your Analyst.	Pat Tavlin Admin Assistant (601) 359-2764
Position Classification; Development and Revision of Class Specifications; Job Analysis Techniques; Interpretation and Use of Job Content Questionnaires; Organizational Charts;	Gloria Addison, Analyst (601) 359-2730  Chuck Nwagwu, Analyst (601) 359-2706

Position Management; Program Budget Information; Personnel Actions; Employee Status; Salary Certification; Non-state Service Personnel Actions.	<p>Pat Smith-Powell, Analyst (601) 359-2754</p> <p>Coronda Kidd, Analyst (601) 359-2731</p> <p>Jennifer Parker, Analyst (601) 359-2767</p>
<p><b>OFFICE OF TRAINING</b> Consultative Services</p> <p>Management Training/Certification Division</p> <p>CPM Program</p> <p>Basic Supervisory Course</p> <p>Admin Support Certification Program</p>	<p><b>(601) 359-2758</b> Lesly Lloyd, Asst State Personnel Director (601) 359-2722 / fax (601) 359-2380</p> <p>Malika Logan, Admin. Assistant (601) 359-2758</p> <p>Ronna Owens (601) 957-8722 / fax (601) 957-7760</p> <p>Angela Armstead, Admin Assistant (601) 957-1656 / fax (601) 957-7760</p> <p>Shelly Smith, CPM Program Director (601) 957-1419 / fax (601) 957-7760</p> <p>Shondra Houseworth, Coordinator (601) 957-8723</p> <p>Diane Macon, Coordinator (601) 359-2724</p> <p>Julia Summers, Coordinator (601) 957-0634</p>

<b>OFFICE OF RECRUITMENT AND SELECTION</b>	<b>(601) 359-2740</b>
Administrative Questions	Beverly Crouther, Asst State Personnel Director (601) 359-2740
Requests for applications; List of Eligibles Information; and Substitution Committee Requests.	Cathey Jackson Administrative Assistant (601) 359-2740
Evaluations; New Hire Flex	Randy Dampeer Division Director (601) 359-2749
Certificate of Eligibles; Application Record Maintenance	Marty Moss Branch Director (601) 359-2755
12K Document Repository	Lori Griffin Senior Programming Analyst (601) 359-2782
	David Kelly Administrative Assistant (601) 359-6753
Evaluation; Scoring of Applications; and Profile Actions	Carol Fink Branch Director (601) 359-2779
	Pam Bagley Evaluator/Counselor (601) 359-6595
	Patricia Clincy Evaluator/Counselor (601) 359-2757

	Chandra Frazier Evaluator/Counselor (601)359-2768
	Darla Hewitt Evaluator/Counselor (601) 359-4033
Applicant Room; Job Posting	Deborah Shegog Receptionist (601) 359-2348
Application Screening; Recruitment Questions	Luetitia Moore Administrative Assistant (601) 359-2725
Agency Audits; Class Spec Review and Analysis; and Minimum Qualifications	Jenny Taylor Branch Director (601) 359-2753
Active Recruitment Listing; Job Fairs	Della Lockhart Branch Director (601) 359-2724
Recruitment Programs; Recruitment Flex; and Special Qualifications	Martha Hartzog Evaluator/Counselor (601) 359-2720
	Gwen Morris-Isom Evaluator/Counselor (601) 359-2709
	Tirey Keaton Evaluator/Counselor (601) 359-2736
	Paris Williams Evaluator/Counselor (601) 359-2756

<b>PERSONAL SERVICE CONTRACT REVIEW BOARD</b>	<b>(601) 359-6517</b>  Tina Hill Special Assistant Attorney General  Terri Smith Contract Analyst (601) 359-6580  Sally Sutherland Contract Analyst (601) 359-2555  Sonja Renee' Riptoe Legal Secretary (601) 359-6517
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## 1.10 SCOPE AND INTENT OF THE MANUAL

This manual contains the policies and rules of the Mississippi state employment service which apply to all employees covered by the provisions of Section 25-9-101 et. seq., Mississippi Code of 1972, Annotated, as amended, and other pertinent laws. This volume replaces all previous editions of the Mississippi State Personnel Board Policy and Procedures Manual.

It is the purpose of these policies, rules, and procedures to provide a standardized, comprehensive system of personnel administration for the State of Mississippi, consistent with Mississippi laws. These policies, rules, and procedures shall apply to all positions in state service as defined by state law including all positions now existing or established in the future which are required to be under the purview of the State Personnel Board. Certain policies are provided as guidelines and are so titled as to provide the appointing authority flexibility in implementation. In addition, the manual:

1. Provides interpretative guidelines for agency compliance with applicable federal laws;
2. Decentralizes administrative procedures so as to provide flexibility for management in administering programs. There will be a continuing effort to further decentralize procedures as situations permit;
3. Encourages professionalism in personnel management;
4. Represents the public interest in the improvement of personnel administration in state government;
5. Promotes public understanding of the purpose, policies, and practices of the state personnel system;
6. Promotes open communication between employers and employees within the state service with due regard to proper administrative channels.

The policies, rules, and procedures contained in this manual should be followed in a manner consistent with the federal statutes and regulations which are applicable to the particular agency. If these rules are inconsistent with the federal law or regulation under which an agency functions, the federal law shall take precedence.

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A glossary of terms is included, and the definitions are applicable to all sections of the manual. Organization of the manual is by the following areas of personnel administration:

Section 1.0	Administration
Section 2.0	Personnel Services
Section 3.0	Recruitment
Section 4.0	Selection
Section 5.0	Classification and Compensation
Section 6.0	Staffing Management
Section 7.0	Employee Relations
Section 8.0	Performance Appraisal Review
Section 9.0	Discipline and Corrective Action
Section 10.0	Grievances and Appeals
Section G.0	Glossary
	Appendices

Dividers identifying each section are provided to facilitate location of specific policies, rules and procedures.

The manual shall be distributed to employees assigned supervisory and management responsibilities in personnel administration. Distribution is coordinated in conjunction with each appointing authority, and a register maintained by the Policy Director of all manuals assigned to employees is kept in order to supply manual additions and revisions. It is the appointing authorities' responsibility to notify the State Personnel Board of any changes which might affect manual distribution. Manuals are not the property of any employee; they are assigned by position and will be reassigned as warranted.

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The policies and rules contained in this manual and all other publications of the State Personnel Board are in accordance with the following principles as listed in Section 25-9-103, Mississippi Code of 1972, Annotated, as amended:

Principle I: Recruiting, selecting, and advancing employees shall be on the basis of their relative ability, knowledge, and skills including open consideration of qualified applicants for initial appointment.

Principle II: Equitable and adequate compensation shall be provided.

Principle III: Employees shall be trained as needed to assure high quality performance.

Principle IV: Employees shall be retained on the basis of the adequacy of their performance, and provision shall be made for correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.

Principle V: Fair treatment of applicants and employees in all aspects of personnel administration shall be assured without regard to race, religious creed, sex, national origin, political affiliation, age, or disability.

Principle VI: Employees shall be free from coercion for partisan or political purposes and employees shall be prohibited from using their official authority for the purpose of interfering with or affecting the result of election or a nomination for office.

Note: The State Personnel Board will assist off-line agencies not utilizing the Statewide Payroll and Human Resource System (SPAHRs) with personnel transactions.

### 1.15 AMENDMENTS TO THE MANUAL

The State Personnel Board shall amend the policies, rules, and procedures which establish and maintain the state personnel system as circumstances and conditions require.

Any appointing authority, agency head, or member of the Personnel Advisory Council operating under the State Personnel Board may recommend an amendment to policies

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and rules when an employee thinks a provision in the state personnel system causes unnecessary hardship or when it is thought that the efficiency of the system may be improved.

In amending the rules, the State Personnel Board shall conform to the provisions of the Administrative Procedures Act, Sections 25-43-1 and 25-9-119 (2) (c), Mississippi Code of 1972, Annotated, as amended.

It is not the intent of the State Personnel Board to adopt policies or rules and/or procedures which will become inoperative or which will fail because the rules are unconstitutional or invalid for other reasons. If any section, sentence, clause, or phrase of the State Personnel Board's policies, rules, and procedures are held to be inoperative, unconstitutional, void, or invalid, the validity of the remaining portion of the State Personnel Board policies, rules, and procedures will not be affected.

## **1.20 AGENCY ASSESSMENTS**

Operating funds for the State Personnel Board shall be obtained by the establishment of a cost assessment procedure which shall be prorated among all the departments, agencies, and institutions based upon the number of employment positions authorized by the Legislature. Departments, agencies, and institutions shall pay their share of the cost upon receipt of billing from the Board.

## **1.25 ADMINISTRATIVE REPORTS**

The State Personnel Board will provide an annual report to the Governor and Legislature concerning the operation of the state personnel system and the status of personnel administration in state government as required by Section 25-9-115 (m), Mississippi Code of 1972, Annotated, as amended.

## **1.30 MAINTENANCE AND REVIEW OF RECORDS**

Each appointing authority shall keep a current personnel file for each employee in accordance with guidelines issued by the State Records Committee.

It is the responsibility of each appointing authority to ensure that central records in the Statewide Payroll and Human Resource System (SPAHRs) are correct. Records maintained within the SPAHRs may require SPB approval.

It is required that all employees sign a receipt stating that they have received a copy of the Mississippi State Employee Handbook. Such receipt must be kept in each employee's personnel file.

It is required that the following items must be maintained and must be accessible within the agency:

1. Attendance Records;
2. Performance Appraisal Documents;
3. Major Medical Leave Balance;
4. Personal Leave Balance;
5. Discipline Records, if applicable;
6. Letter of Commendation, if applicable;
7. Notice of Separation, Termination Date, Notice of Resignation, if applicable;
8. Retirement Benefits;
9. Tax Records;
10. Bond, if required;
11. Other items required by statute (e.g., Section 45-14-19, Mississippi Code of 1972, Annotated, as amended);
12. Experience and Training Record
13. Proof of Education and Training;
14. Selective Service Documentation.

It is recommended that the following items be maintained by the agency:

1. Interviewer's Notes;
2. Personnel Actions;
3. Proof of Veteran Status;
4. Medical Information, Waivers;\*
5. Counseling Reports;
6. Expense Reimbursements;
7. Names of Next of Kin;
8. Date of Death;
9. Training Records;

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10. Suggested employee orientation and suggested employee orientation topics. (Refer Section 1.40)

In addition to maintaining individual personnel files, each agency shall maintain a classification plan which includes a current organizational chart, a position questionnaire detailing the duties of each employment position, and class specifications for all occupational classes utilized by the agency.

**\*Medical information must be maintained in separate, confidential files.**

Certain personnel records are exempt from public access. Personnel records and applications for employment in the possession of a public body, as defined by Section 25-61-3 (a) of Mississippi Code of 1972, Annotated, as amended, except those which may be released to the person who made the application or with the prior written consent of the person who made the application, shall be exempt from the provisions of the Mississippi Public Records Act of 1983, as required by Section 25-1-100 (1) of Mississippi Code of 1972, Annotated, as amended.

### 1.35 SUGGESTED EMPLOYEE ORIENTATION

Assistance shall be given to every new employee of the agency to ensure that a timely and thorough orientation to the work environment is received. This orientation should include a minimum of (1) a tour of the office facilities; (2) proper introduction to co-workers; (3) an explanation of the duties and responsibilities of the position to which assigned; (4) instruction in the safe and efficient operation of any necessary equipment; and (5) exposure to the personnel policies and procedures pertinent to employment and the overall mission of the agency.

The supervisor who rates the employee or the division director will review with the new employee the Job Content Questionnaire and the Performance Appraisal Review duties/performance standards of his/her position within two weeks of hire date. The supervisor/division director will also see that the employee has the opportunity to study the Mississippi State Employee Handbook and any other personnel policies. The supervisor/division director will answer any questions the employee may have concerning the personnel policies and procedures contained therein. The new employee is to be assured by the supervisor/division director that these documents will be available for consultation by the employee at any time.

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During employee orientation, there are some specific topics (listed below) that the supervisor/division director should cover in detail with the new employee.

#### 1.40 SUGGESTED EMPLOYEE ORIENTATION TOPICS

The Mississippi State Employee Handbook serves as the base for any employee orientation. Topics which should be discussed with the employee include the following:

1.    a.    Personnel policies not addressed above.  
      b.    Drug policy for employees of agencies receiving federal grants.
2.    The confidential nature of any job-related information, records or documents.
3.    How personal and major medical leave is earned and the proper procedure for applying for such leave once earned.
4.    The correct procedure for reporting an unexpected absence from duty due to illness, injury, or an emergency situation.
5.    Administrative procedure(s) to be followed in the case of a grievance/complaint (agency grievance procedure) and an explanation of what constitutes a grievable or non-grievable issue. (Information and forms are contained in the Mississippi State Employee Handbook.)
6.    The normal hours of work, the lunch and break schedules, work site and any applicable standard operating procedures.
7.    Explanation of process to follow in case of injury while at work and how such an injury is to be reported.
8.    Safety measures to be observed in the event of an emergency (fire, tornado, etc.).
9.    Employment benefits available.

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10. Timetable for receipt of paychecks.
11. Location for parking your automobile and the rules and regulations that may govern the parking facilities.
12. How leave authorizations and work records are to be completed.
13. Submitted required documents for Immigration Reform and Control Act of 1986 (IRCA).

The following form should be completed following the employee orientation. The signatures of the employee and the supervisor attest to the fact that the required orientation has been completed.

The employee orientation shall be accomplished within two (2) weeks of employment. The form indicating completion of the orientation should be included in the official personnel file of the employee.

#### 1.45 FORM

As an employee of the \_\_\_\_\_, I have been provided a Mississippi State Employee Handbook (publication date \_\_\_\_\_) and I agree to abide by all \_\_\_\_\_ policies and procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Division Director Signature

\_\_\_\_\_  
Date

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### **1.50 OPEN MEETINGS**

The State Personnel Board shall hold meetings at least once a month as provided in Section 25-9-113, Mississippi Code of 1972, Annotated, as amended.

All State Personnel Board meetings are open to the public unless an executive session is declared by an affirmative vote of a minimum of 3/5 of all members present.

The State Personnel Board may make and enforce reasonable rules and regulations for the conduct of persons attending its meeting.

Minutes of all State Personnel Board meetings are kept whether the meeting is open or in executive session. The minutes will show members present and any final actions taken by the Board. Minutes of State Personnel Board meetings are open to the public during business hours or at a reasonable time after recess or adjournment.

### **1.55 DELEGATION OF AUTHORITY**

The State Personnel Board, as the governing authority for the statewide personnel system established and promulgated in Title 25, Chapter 9 of the Mississippi Code of 1972, Annotated, as amended, hereby delegates authority to the State Personnel Director to act on behalf of the Board, when such action is necessary for the timely, effective and efficient implementation of the State Personnel System, except as provided in Section 6.30.

Further, it is the policy of the State Personnel Board that the State Personnel Director shall be authorized to administer the rules and regulations and all other operational aspects of the state personnel system and assure compliance therewith in all departments, agencies, and institutions covered by the state personnel system, subject to the review by the Board upon the request of an appointing authority or as may be deemed necessary by the Board.

### **1.60 PUBLIC RECORDS ACT REGULATIONS**

The State Personnel Board is in support of, and complies with, requests for information under the Mississippi Public Records Act of 1983, according to the following policies:

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1. Requests for information under the Mississippi Public Records Act of 1983 should be marked "Request for Public Records" and must be submitted in writing to the State Personnel Director, 301 North Lamar Street, Jackson, MS 39201.
2. Requests should describe in reasonable detail the records sought, and, if possible, should include a description of the type of records, names, dates, dates of birth, social security numbers, job class and county, title of a publication, and other information which may aid in locating records.
3. Upon receipt of a request, the State Personnel Director shall determine whether the records sought are exempt from production under the Mississippi Public Records Act, and shall either produce or deny production of the records sought within fourteen (14) working days of the receipt of the request. If the State Personnel Director determines that the records requested are exempt or privileged under the law, he shall deny the request and shall send the person making the request a statement of specific reasons for the denial. Such denials shall be kept on file for inspection by any person for three (3) years.

Information gained from third parties containing trade secrets or confidential commercial or financial information will not be released until a reasonable time after notice has been sent to the third parties, unless the material is protected by a court order.

Where possible, non-exempt material will be separated from exempt material, and only the exempt material will be withheld.

4. The request for information should be accompanied by sufficient funds, payable by cashier's check or money order, to defray the actual costs of searching, reviewing, copying and, if applicable, mailing the records. Fees charged for the records will not exceed the actual costs, and any overpayment will be refunded. Fees shall be collected prior to compliance with the request. The fees charged will be according to the following schedule:

Employee time . . . . . Salary rate plus 17% for fringe

Photocopies . . . . . \$.13 per page

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Automated records search . . . \$90.00 setup charge, plus  
computer time and paper cost

(Programming time in excess of one (1) hour will be charged at \$40.00  
per hour)

Other printed materials . . . . . Actual cost

Mailing . . . . . Actual cost

The State Personnel Director shall promptly notify the person making the request of the estimated fees if the estimate exceeds the funds accompanying the request. The above schedule of fees will apply even if the search is unproductive.

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